



# JOB PROFILE

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<b>Post Title:</b>	Senior Care Assistant (Learning Disabilities)
<b>Directorate:</b>	Children & Adult Social Care
<b>Responsible to:</b>	Learning Disability, Community and Residential Manager
<b>Responsible for:</b>	Care Assistants and Trainees on duty
<b>Grade:</b>	C

## Job Purpose

To improve the lives of all within our community and help the island thrive under the direction of the Learning Disability, Community and Residential Manager provide a supportive service to the Adult Social Care team and the vulnerable adults it supports.

1. Work with case load service users and complete holistic, accurate assessment of need.
2. Take the lead in coordinating care and support for service users in need of support.

## Main Duties and Responsibilities

1. Under the support and direction of the Residential Unit Manager, lead and guide Care Assistants in providing compassionate, person centred care.
2. Both lead on and provide person centred support for vulnerable adults requiring 24 hour support and living in residential care.
3. Have a key role in completing support plans with service users and those close to them.
4. Support service users where necessary, to maintain a clean home environment.
5. communicating with service users effectively using both experience and advice and guidance provided by professionals.
6. Assist and encourage service users to be as independent as they are able.
7. Accompanying service users into the community encouraging those to be independent wherever appropriate and ensuring that they are kept safe from harm at all times.
8. Be part of a key worker group as directed and designated by the Residential Unit Manager or senior staff
9. Record all necessary information in service user notes adhering to individual needs and care plans including the recording of pulse, blood pressure, respirations, blood glucose testing, documenting observations accurately, as well as undertaking training in this and basic first aid.
10. To occasionally, undertake any other duties which would be reasonably expected for a staff member taking up this position/grade.



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11. Responsible for delivering high levels of person centred care and well-being to service users living in residential care.

12. Responsible for ensuring that Individual care/support Plans are adhered to and that service users are treated with patience, kindness and upmost respect at all times.

13. To champion a 'zero tolerance' to abuse and report any such incidences as per SHG Adult Safeguarding Strategy.

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## Special Conditions

- Shift work (including unsocial hours)
- Dealing with service users that can present with challenges that are aggressive and/or challenging
- Exposure to contaminated body fluids

This job profile is not an exhaustive list of duties and responsibilities. There may be other ad hoc duties that fall within the remit of the role that the job holder may need to complete. In addition, the job holder will be required to carry out any other reasonable duties as requested which are commensurate with the grading and level of responsibility for the role.

## Core Competency Framework

Competency	Level
<b>Professional Development:</b> N/A	i
<b>Planning &amp; Delivery of Work:</b> Work is delivered on time, efficiently and to the required quality standards with clarification sought when necessary and relevant parties kept up to date on progress.	ii
<b>Analysis and use of Information:</b> Gathers, summarises and interprets data with attention to detail. Follows guideline for identifying problems and capable of resolving day-to-day problems.	ii
<b>Decision Making:</b> Ability to act on own initiative and confident in making decisions within policy guidelines.	ii
<b>Working with Others:</b> Builds good working relationships and engages effectively with others to develop appropriate solutions/improvements.	ii
<b>Communication:</b> Ensure important messages are understood and written communications are well	iii



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structured and have clear meaning. Presents information that have a positive impact on others and engages with them to understand their needs	
<b>Influencing and Persuading:</b> Team player, receptive to constructive feedback and seeks clarification when necessary. Confident in expressing difference of opinion in a constructive manner.	ii
<b>Dealing with Change:</b> Flexible, adaptable and receptive to any change initiatives. Will support colleagues in understanding and embracing change by focusing on benefits to self and others.	ii
<b>Continuous Improvement:</b> Willing to learn and develop self and team in job role to work efficiently.	ii
<b>Managing Resources:</b> Works within appropriate guidelines and capable of dealing with varied situations with limited guidance.	ii



## PERSON SPECIFICATION

Criteria	Essential / Desirable	Application Form	Selection Process
<b>Qualifications:</b>			
GCSE English at Grade C or above or equivalent	E	✓	
First Aid qualification	E	✓	
Completion of <b>Care Certificate</b> or equivalent, if not a willingness to complete this.	E	✓	
Completion of accredited lifting and handling training or equivalent	E	✓	
NVQ Level 2 in Health & Social Care	E	✓	
<b>Knowledge &amp; Experience:</b>			
Experience of working with challenging behaviour and willingness to undertake ongoing training	E		
Previous experience of working in a care environment	E		
Knowledgeable of the Directorates policies/Protocols/Procedures/ Guidelines applicable to job role (Acquired)	E		✓
<b>Skills and Abilities:</b>			
Must maintain confidentiality at all times	E		✓
Ability to work without direct supervision and to prioritise and organise own work	E		✓
Ability to appropriately delegate to colleagues	E		✓
Ability to work unsupervised	E		✓
Displays strong leadership qualities	E	✓	✓
Excellent interpersonal skills & communication skills	E	✓	✓
Good organizational skills	E		✓
Good reporting skills, both written and verbal	E		✓
Demonstrates an ability to plan and implement person centred care based on the service user's physical, emotional, social and spiritual well-being; and to take action in collaboration with the multi-disciplinary care team.	E		✓
Demonstrates proficiency in verbal, nonverbal, and written skills and the use of the English language through a variety of communication methods: Written documentation – Electronic/paper service user chart and emails. Verbal communication – Telephone and in-person communication, etc.	E		✓



## PERSON SPECIFICATION

Able to assess risk, take a positive approach to risk, be able to balance service user's rights and risks.	E		✓
<b>Other:</b>			
Alert and attentive in order to respond appropriately to any given situation related to the job role	E		✓
Willing to undertake necessary training	E		✓
Compassionate and patient	E		✓
Sense of humour	E		✓
Determined, enthusiastic, respectful, tolerant	E		✓
Honest, trustworthy, conscientious and able to maintain confidentiality	E		✓
Positive, strength based approach towards people with impairments and/or disabilities	E		✓
Willingness to work flexibly – some evening work may be required.	E		✓
Committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.	E		✓
Contribute to a positive working environment ensuring commitment to equality and diversity.	E		✓

### Our Values

#### FAIRNESS

We act as role models and have fair and consistent standards. We champion equality, inclusion and respect.

#### INTEGRITY

We communicate openly and we are honest, accountable and ethical.

#### TEAMWORK

We work together and we support each other.



## ***PERSON SPECIFICATION***

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### **Professional or Career Progression Cadre Competency Framework**

*Add in here a Professional or Career Progression Cadre competency framework or reference an Appendix A and append details.*